

# ***STATE OF KANSAS: EXERCISE PROGRAM GUIDANCE***

## **ALL COUNTIES**

Must make provisions to comply with SARA Title III requirements.

Each local planning district is required to review the hazardous substance emergency response plan at least annually.

## **ALL SLA FUNDED JURISDICTIONS**

Must submit to the State Exercise Training Officer a five-year exercises plan.

The purpose for planning a five-year exercise schedule allows the jurisdiction to “envision” a progressive emergency management program that will possess the operative capability to survive any emergency. It can be the catalyst that will take the system from “here” to “there”. It adds value to the program and helps to track the progress of local efforts.

## **THE FIVE-YEAR EXERCISE PLAN**

Must include:

1. At a minimum, one exercise per year.

At least one (1) Full Scale exercise should be conducted during this five-year cycle.

Exercise credit will be given for Tabletop exercises on a limited basis.

The designated Emergency Operations center (EOC) should be fully activated (alert/notification and staff assembly) at least once during this five-year cycle. (Realistic activation would allow equipment to be turned on and run for a reasonable period of time to ensure operational capability.)

At least one (1) recovery exercise should be conducted during this five-year cycle.

2. Outline functional objectives to be tested/evaluated.

Provisions should be made to test a variety of functional areas (reference: FEMA Form 95-44 and the Kansas Planning Standards)

In planning a comprehensive exercise program, recommendation is given towards:

- a.     ○     Establishing a strong exercise evaluation component with every exercise design/conduct
- b.     ○     Organizing an inter-agency exercise design team
- c.     ○     Planning and conducting multi-jurisdictional exercises

### **PRIOR TO THE EXERCISE**

Advise the State's Exercise Training Officer with notice of intent to exercise prior to the exercise date. This notice will include:

Date, time, and location of the upcoming exercise (even if tentative)

Type of exercise (Tabletop, Functional, or Full Scale)

The objectives for the exercise

Which agencies are scheduled to participate?

The Kansas Division of Emergency Management (KDEM) publishes a quarterly newsletter that is distributed to key county officials and emergency planners statewide. Jurisdictions wishing to have their exercise dates published should provide the KDEM with exercise information well in advance of the event, and indicate their intent to have the dates publicized. Creating partnerships is a goal of the KDEM and any steps that can be taken to include new participants or increase responsible emergency management works to that goal.

### **FOLLOWING THE EXERCISE: (EXERCISE REPORTING)**

To receive exercise credit, jurisdictions must submit FEMA Form 95-44 along with the following supporting documentation: *(bullets are only clarifying points)*

#### 1. Exercise Objectives

- What did you set out to accomplish?
- Which functions needed review/evaluation? (i.e. those functions normally not practiced)

#### 2. Summary of the Exercise

- What was the scenario of the exercise?  
(Could include the Narrative and the Master Sequence of Events lists)

#### 3. Participants

- .-Who helped design/set up the exercise?
- Who helped control/simulate during the exercise?
- .- Who were the players in the exercise?

.- Who helped evaluate the exercise?

#### 4. Accomplishments

.- What were the successes?

.- What advantages were gained that may have not been expected?

.- Did the exercise process:

? Reach some unreachable players

? Tap some untapped resources

? Create local buy-in to the emergency management function

.-Did the overall emergency management program gain from the exercise experience -  
How did the exercise increase capabilities

#### 5. Lessons Learned

-If the same opportunity came again, what would/could be done differently

6. Identify the Functions needing improvements, and in what areas

- Planning, training, personnel, equipment, facilities – as indicated on

FEMA Form 9544, Part II & IV

2. 7. Corrective Action recommendations

- What actions need to be taken?

-Who is responsible for those actions?

-When will actions be addressed/accomplished?

#### **SUBSTITUTE EXERCISE CREDIT FOR AN ACTUAL OCCURRENCE**

It is understood that the occurrence of an actual emergency or disaster can create difficulties that may affect a jurisdiction's exercise program, capability, and schedule. Therefore, jurisdictions experiencing an actual, substantial response to an emergency or disaster may be eligible to receive substitute exercise credit to satisfy exercise requirements.

To receive substitute exercise credit a jurisdiction must submit to the State's Exercise Training Officer:

1. 1. The same documentation as required for an exercise, plus

2. 2. Any additional information that might support the request (e.g. newspaper articles, after action reports, pictures, etc.)

To be considered for substitute exercise credit, the documentation must describe the scenario and, in general, what it was about this incident that forced a true test of local resources. Using the following criteria, select those that apply to the local incident and explain how each was tested: *(bullets are only clarifying points)*

1. Formal declaration of a disaster by either the jurisdiction's Chief Executive, the Governor, or the President
  - What was it about this incident that challenged local resources?
  - Did the process follow the LEOP [KPS Annex B-1]?
2. Activation of an Emergency Operations Center or an Integrated Command System
  - What Incident Management system was used? How effective was it?
  - Was the EOC activated and who staffed it?
  - Explain the interface between the EOC and the Command Post
  - Did the on-scene control follow the LEOP [KPS Annex C-4]?
3. Actual warning of the population
  - What procedure was used?
  - How was the general public affected by the incident?
  - Did the warning follow LEOP [KPS Annex D-5]?
4. Actual evacuation of the population or sheltering-in-place provisions
  - How extensive was the process and who made the decision?
  - Did the decisions and process follow LEOP [KPS Annex G]?
  - Were there mass care issues [KPS Annex H]?
5. Response requiring assets from outside jurisdiction(s)
  - .- How were mutual aid agreements activated [KPS Annex N-2]?
  - .-How were state and/or federal resources activated [KPS Annex N-2]? -Were outside resources familiar with the command structure in place? -Did any special decisions (prioritization) need to be made?
  - Were there donated goods and/or services? How was it managed [KPS Annex N-3]?
6. Active participation in the response and recovery efforts by departments/agencies that typically do not respond to emergency situations
  - Who participated in the incident, or the impact of the situation, beyond the normal response effort?
  - Were additional training needs identified?
7. A Damage Assessment Team deployed and documentation collected
  - What team structure was used [KPS Annex T]?
  - Any new learning from the documentation process?

- How did local resources interface with state/federal resources?
- 1. 8. Other special functions activated and tested
  - Mass fatality, animal care issues, etc.
- 2. 9. An evaluation following the incident – that includes input from a majority of those departments/agencies involved in the event
  - What happened after the incident?
  - Explain the after action review process that took place
  - .- What corrective actions were identified and documented?
  - .- What is the plan of action for addressing issues?
  - Was a review of the emergency plan included in this process?

In order to receive exercise credit: At a minimum, four criteria must be met to receive functional credit At a minimum, seven criteria must be met to receive full-scale credit

**Item number nine (9) must be included as one of the criteria**

Other notes:

Jurisdictions may not receive exercise credit for an actual occurrence in any two (2) consecutive years (except in HazMat plan review cases) unless a disaster declaration is granted for the second actual occurrence.

All documentation is to be submitted to the State's Exercise Training Officer for review who will make final determination of approval for substitute exercise credit. Once a determination is made, an official notification will be sent to the jurisdiction.

Jurisdictions not desiring substitute exercise credit, but wishing to document their response activity, should complete the documentation described above, indicating that no substitute credit is desired.

## ***EXERCISE DESIGN AND EVALUATION TRAINING***

To aid jurisdictions in the design and evaluation process, KDEM offers the Exercise Design and Evaluation course. If there is interest in hosting this course, please contact the State Exercise Training Officer with a request. Technical support is also available to assist jurisdictions in the design, facilitation, and/or evaluation of exercises on a request basis.

## ***SUMMARY***

It is important to remember that a jurisdiction's emergency resources, potential capability, and community size go hand-in-hand. Therefore, while the exercise program obviously must be scaled to fit the needs of the specific community, conducting a functional exercise is the most logical and feasible means of assessing capabilities.

The key to deriving the most benefit from the exercise program lies in conducting an in-depth evaluation of each exercise. Officials should not hesitate to take a long, serious look at the community's operational capability, honestly identify problem areas, and implement corrective action recommendations that truly address emergency management goals – *the protection of life and property*.

## ***CONTACT INFORMATION***

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